



WASHOE COUNTY
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CM/ACM JoH
Budget MM
DA DR
Comptroller CH
HR NA

STAFF REPORT
BOARD MEETING DATE: April 12, 2016

DATE: March 21, 2016

TO: Board of County Commissioners

FROM: Michael Sullens, Purchasing and Contracts Manager
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THROUGH: Cathy Hill, Comptroller
Washoe County Comptroller's Department
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SUBJECT: Approve retroactive and continued purchases of computer software, hardware, electronics, parts, and accessories from CDW Government Inc, 200, N Milwaukee Ave, Vernon Hills, IL that aggregate to exceed \$100,000 annually, but will remain within available adopted budget funding during Fiscal Year 2015 – 2016; and approve purchases for Fiscal Year 2016 – 2017 that may again exceed \$100,000 in the aggregate but will remain within available adopted budget funding. All such purchases will continue to be subject to competitive bids or to being purchased through jointers to existing government contracts.

SUMMARY

Approve retroactive and continued purchases of computer software, hardware, electronics, parts, and accessories from CDW Government Inc, 200, N Milwaukee Ave, Vernon Hills, IL that aggregate to exceed \$100,000 annually, but will remain within available adopted budget funding during Fiscal Year 2015 – 2016; and approve purchases for Fiscal Year 2016 – 2017 that may again exceed \$100,000 in the aggregate but will remain within available adopted budget funding. All such purchases will continue to be subject to competitive bids or to being purchased through jointers to existing government contracts.

AGENDA ITEM #5.H.4.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

PREVIOUS ACTION

No previous action.

BACKGROUND

CDW Government Inc (CDWG) has already won multiple competitive bids within fiscal year 2015 – 2016 which individually did not exceed the \$100,000 threshold which would require approval of those purchases by the Board of County Commissioners. Cumulatively, these purchases and other purchases do exceed \$100,000. Pursuant to County Code 15.530, Board of County Commissioners must approve all purchases of supplies, materials, equipment and contractual services in annual amounts which exceed \$100,000 or which aggregate to exceed \$100,000. Prior legal opinion held that this approval is also needed for cumulative purchases with a vendor throughout a year which aggregate to exceed \$100,000.

Washoe County has purchased a variety of computer software, hardware, electronics, parts, and accessories from CDWG as a Value Added Reseller for many years. When the County solicits bids for such goods, CDWG commonly responds. During the current fiscal year, CDWG won a number of sizable purchases, each of which was well under \$100,000 each, but cumulatively have exceeded \$100,000.

Since Washoe County purchases with CDWG have cumulatively exceeded \$100,000 for fiscal year 2015-2016, Technology Services and the Purchasing Division of the Comptroller's Department are asking for retroactive purchase approval with CDWG to exceed \$100,000 in awarded purchases for 2015 – 2016, and to allow continued awarded purchases from CDWG through the remainder of the fiscal year. Such additional purchases will remain within available adopted budget funding for the year, and all purchases will still be subject to competitive bidding or purchased in joinder to existing governmental sole source contracts.

Technology Services and the Purchasing Division would also like to request preapproval of CDWG for fiscal year 2016 – 2017, in anticipation of the company winning enough purchase awards, either directly or on a joinder basis, within the fiscal year to exceed \$100,000 in the aggregate. All purchases made with CDWG during fiscal year 2016 – 2017 will remain within available adopted budget funding for the year, and all such purchases will still be subject to competitive bidding or shall be purchased in joinder to existing governmental contracts.

FISCAL IMPACT

Expenditures will exceed [\$100,000] within Fiscal Year 2015 – 2016. The maximum fiscal impact will depend on the results of any remaining purchases in the current fiscal year. All purchases will remain within available adopted budget funding for Fiscal Year 2015 – 2016.

Expenditures within Fiscal Year 2016 – 2017 are expected to again exceed [\$100,000]. The maximum fiscal impact will depend on results of competitive bids. All purchases will remain within available adopted budget funding for Fiscal Year 2016 – 2017.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve retroactive and continued purchases of computer software, hardware, electronics, parts, and accessories from CDW Government Inc, 200, N Milwaukee Ave, Vernon Hills, IL that aggregate to exceed \$100,000 annually, but will remain within available adopted budget funding during Fiscal Year 2015 – 2016; and approve purchases for Fiscal Year 2016 – 2017 that may again exceed \$100,000 in the aggregate but will remain within available adopted budget funding. All such purchases will continue to be subject to competitive bids or to being purchased through jointers to existing government contracts.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: “move to approve retroactive and continued purchases of computer software, hardware, electronics, parts, and accessories from CDW Government Inc, 200, N Milwaukee Ave, Vernon Hills, IL that aggregate to exceed \$100,000 annually, but will remain within available adopted budget funding during Fiscal Year 2015 – 2016; and approve purchases for Fiscal Year 2016 – 2017 that may again exceed \$100,000 in the aggregate but will remain within available adopted budget funding. All such purchases will continue to be subject to competitive bids or to being purchased through jointers to existing government contracts.